Instructions for DPB Form C-1
Project Cost Profile

This form is to be prepared only for projects authorized for detailed budget development during the 2004-2006 biennium. The C-1 and S-1 forms are combined in a single Excel spreadsheet format to facilitate completion by the requesting agency and to facilitate review by the central agencies. A number of embedded calculations and hyperlinks have been incorporated into this new format to simplify the completion and review of these documents. Several macros are also contained within the file to facilitate printing. To take advantage of these macros, you must select "enable macros" when opening the file.

The DPB Form C-1 has two functions. For the requesting agency, the form serves as a checklist to ensure that all project expenses have been considered by the agency and that allowances for these expenses have been included within the budget request. For central agencies, this itemization provides a more in-depth understanding of the proposed budget and the overall project scope, in a format that is uniform and consistent across all agencies. After completing the DPB Form C-1, compare the summary cost figures on the Form C-1 to the associated lines on DPB Form H-1, Tabs D and E. If any figures differ, please provide an explanation on DPB Form CNJ, Project Request Justification. **It will not be necessary to revise the Form H-1.**

INSTRUCTIONS:

- ✓ **Identify the biennium - - 2004-2006 - - and date the form**
- ✓ **Save each proposal as a separate Excel file. Use the following file naming convention:**
  agency code – priority – biennium - C1S1 – brief description.xls
  (e.g., "207 – 12 - 2004-2006 - C1S1 – Renovate Miller Center.xls")
- ✓ **Round all dollar <u>requests</u> on this form to the nearest $1,000.**
- ✓ **Various sections of this form request backup information. This form must be sent electronically. Supporting documents may be sent electronically or in hard copy. See Section IV of the basic capital outlay instructions for number of copies and addresses.**
- ✓ **The instructions contained in this document address content. Additional instructions for working within the spreadsheet file are accessible from the Main Menu page of the spreadsheet proper.**

Section A. General Information

Item 1. **Agency Name.** Enter your agency's name.

Item 2. **Agency Code.** Enter the three-digit agency code for your agency.

Item 3. **Project Title.** Give the new project a clear descriptive title.

Item 4. **Agency Priority.** Number from the DPB Form H-1.

Item 5. **Proposed Construction Bid Date.** Enter the anticipated bid receipt date for this project. (Do not leave this field blank as it is critical for the evaluation & application of cost escalation.)

Section B. Acquisition Cost

Item 1. **Proposed Budget.** Enter the total proposed acquisition budget shown in Item 3 (a).

Item 2. **Method Used to Develop Budget.** Identify the method used to develop the proposed acquisition budget. If the budget was based on a method other than comparative (similar) properties, a negotiated price, or an appraisal, provide an explanation of the method used. **Send copies of the appropriate backup materials listed on the form to DPB.**

Item 3. **Itemization of Proposed Acquisition Costs.** List all costs related to the acquisition of the property, including purchase price, appraisal fees, surveys, environmental hazard assessments (asbestos, contaminated soils, lead-based paint, etc.), cost escalation (if purchase will be deferred until some future date), closing costs, and any other miscellaneous cost associated with the purchase. If escalation was included, list the anticipated purchase date.

Item 4. **Comparative Properties and Unit Costs.** If comparative properties were used as the basis for the budget, list each and its associated unit cost per acre or per square foot.

Section C. Building and Built-in Equipment

Item 1. **Proposed Budget.** Enter the total proposed building and built-in equipment budget supported by the details in this section.

Item 2. **Method Used to Develop Budget.** Identify the method used to develop the proposed building and built-in equipment budget. Identify if the proposed budget was based on the cost of comparative (similar) projects, cost reference guides (Means, Marshall & Swift, etc.), a professional estimate, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

Item 3. **Description of Other Method.** If the budget was developed using a method other than comparative projects, reference guides, or a professional estimate, describe the method used and include supporting details.

Table C-1 **Comparative Projects.** For each comparative project used as a basis for developing the proposed building and built-in equipment budget, identify the following:

Item a. **Project title.** Enter the title of the project.

Item b. **Owner.** Identify the project's owner.

Item c. **Project location.** Identify where the project is located.

Item d. **Award Date.** Provide either the date the project was bid or the date the construction contract was awarded.

Item e. **Gross Area.** Provide the gross project area.

Item f. **Key Quantity.** List major project quantities, other than gross area. For example, for a dormitory, enter the number of beds; for a prison, the number of cells; for a parking deck, the number of spaces, etc.

Item g. **Construction Award Amount.** Enter the awarded construction contract amount, including building, built-in equipment, sitework, and utilities.

Item h. **Building & Built-in Equipment Amount.** Enter only the building and built-in equipment portion of item g.

Item i. **Building & Built-in Equipment Cost per GSF.** Formula driven. Item h divided by Item e.

Item j. **Proposed Project's Gross Area.** Enter the gross area of the proposed project. The area should match the Total Project Gross Area identified in Section E of the Project Scope Profile, DPB Form S-1.

Item k. **Subtotal, Adjusted for Size.** Formula-driven. Item i multiplied by Item j.

Item l. **Escalation.** Include escalation appropriate for period between the comparative project's bid or award date (Item d) and the bid date for the proposed project (Section A, Item 5).

Item m. **Subtotal, Adjusted for Escalation.** Formula-driven. Item k plus Item l.

Item n. **Other Cost Adjustments.** Enter other cost adjustments (i.e., other than size or escalation) to make the comparative project equivalent to the proposed project in terms of scope, location, complexity, etc.

Item o. **Total Comparative Cost.** Formula-driven. Item m plus Item n.

Item p. **Itemization of Adjustments.** Describe the adjustments (plus or minus) which were made to make the comparative project equivalent to the proposed project in terms of scope, location, complexity, etc. Itemize the cost adjustments taken in Item n above.

Table C-2 Reference Guides. For each reference guide used as a basis for developing the proposed building and built-in equipment budget, identify the following:

Item a. **Reference Guide Used.** Enter the name of the cost reference guide which was used (e.g., R.S. Means, Marshall & Swift, Boeckh, Tradeline, etc.

Item b. **Reference Guide Volume.** Identify the specific document used (e.g., *Means Square Foot Costs, M&S Valuation Service,* etc.)

Item c. **Reference Guide Data Date.** Identify the "as of" date for the prices in the cost guide. For example, the prices in R.S. Means' *Square Foot Cost Guide 2002* are current as of January 2002

Item d. **Reference Guide Page Number.** Indicate the specific page or other identification number where the cost data can be located.

Item e. **Reference Guide Item.** Identify the specific item cited, for example, a 5-10 story office building,

Item f. **Construction Cost per GSF.** Identify the construction unit cost per GSF published in the Cost Guide.

Item g. **Building & Built-in Equipment Cost/GSF.** Identify only the building and built-in equipment portion of item f.

Item h. **Proposed Project's Gross Area.** Enter the gross area of the proposed project. The area should match the Total Project Gross Area identified in Section E of the Project Scope Profile, DPB Form S-1.

Item i. **Subtotal, Adjusted for Size.** Formula-driven. Item g multiplied by Item h.

Item j. **Escalation.** Include escalation appropriate for period between the reference guide's "as of" or "data date" (Item c), and the bid date for the proposed project (Section A, Item 5).

Item k. **Subtotal, Adjusted for Escalation.** Formula-driven. Item i plus Item j.

Item l. **Other Cost Adjustments.** Enter other cost adjustments (i.e., other than size or escalation) to make the reference guide data equivalent to the proposed project in terms of scope, location, complexity, etc.

Item m. **Total Comparative Cost.** Formula-driven. Item k plus Item l.

Item n. **Itemization of Adjustments.** Describe the adjustments (plus or minus) which were made to make the reference guide equivalent to the proposed project in terms of scope, location, complexity, etc. Itemize the cost adjustments taken in Item l above.

Section D. Sitework and Utilities

Item 1. **Proposed Budget.** Enter the total proposed sitework and utilities budget supported by the details in this section.

Item 2. **Method Used to Develop Budget.** Identify the method used to develop the proposed sitework and utilities budget. Identify if the proposed budget was based on the cost of comparative (similar) projects, a percent of building cost, a professional estimate, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

Item 3. **Percent of Building Cost.** If the budget was developed using a percentage of building costs, complete this table. Identify the data source (i.e., list the project name or other reference source that was used). Also show the data source's sitework and utilities cost as a percent of building and built-in equipment cost. List any significant differences in scope between the data source and the proposed project that could account for any differences in the rates. Also complete the following:

- Item a. **Proposed Percentage Rate.** Using the data source’s percentages for guidance, list the chosen percentage rate.
- Item b. **Proposed Building & Built-in Equipment Budget.** Formula-driven. The cost figure from Section C, Item 1.
- Item c. **Total Proposed Sitework & Utilities Budget.** Formula-driven. Item a multiplied by Item b. Carry the amount forward to Item 1 above.

Item 4. **Description of Other Method.** If the budget was developed using a method other than comparative projects, percent of building cost, or a professional estimate, describe the method used and include supporting details.

Table D-1 Comparative Projects. Embedded Excel worksheet. For each comparative project used as a basis for developing the proposed sitework & utilities budget, identify the following:

- Item a. **Project Title.** Enter the title of the project.
- Item b. **Owner.** Identify the project's owner.
- Item c. **Project Location.** Identify where the project is located.
- Item d. **Award Date.** Provide either the date the project was bid or the date the construction contract was awarded.
- Item e. **Gross Area.** Provide the gross project area.

Item f. **Key Quantity.** List major project quantities, other than gross area. For example, for a dormitory, enter the number of beds; for a prison, the number of cells; for a parking deck, the number of spaces; etc.

Item g. **Construction Award Amount.** Enter the awarded construction contract amount, including building, built-in equipment, sitework, and utilities.

Item h. **Sitework and Utilities Amount.** Enter only the sitework and utilities portion of Item g.

Item i. **Escalation.** Include escalation appropriate for the period between the comparative project's bid or award date (Item d) and the bid date for the proposed project (Section A, Item 5).

Item j. **Subtotal, Adjusted for Escalation.** Formula-driven. Item h plus Item i.

Item k. **Other Cost Adjustments.** Enter other cost adjustments (i.e., other than size or escalation) to make the comparative project equivalent to the proposed project in terms of scope, location, complexity, etc.

Item l. **Total Comparative Cost.** Formula-driven. Item j plus Item k.

Item m. **Itemization of Adjustments.** Describe the adjustments (plus or minus) which were made to make the comparative project equivalent to the proposed project in terms of scope, location, complexity, etc. Itemize the cost adjustments taken in Item k above.

Section E. Architectural and Engineering Fees

Item 1. **Proposed Budget. Formula-driven.** The total proposed architectural and engineering (A/E) fee budget from Item 5, part f, below.

Item 2. **Method Used to Develop Budget.** Identify the method used to develop the proposed A/E fee budget. Identify if the proposed budget was based on a negotiated price, a percent of construction cost, a detailed estimate, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

Item 3. **Percent of Construction Cost.** If the budget was developed using a percentage of the construction cost, complete this table. For Items a, b, and c listed below, show both the Construction and Professional Services Manual (CPSM) guideline fee percentage and the agency-proposed fee percentage. For an explanation of A/E basic services, refer to Chapter 5 of the CPSM; for additional services and reimbursable expenses, refer to Chapter 6 of the CPSM.

Item a. **Fee Percent for Design Phase Services.** List the fee percentage to provide basic A/E services for the schematic, preliminary, and working drawing design phases.

Item b. **Fee Percent for Bidding, Construction, and Closeout Services.** List the fee percentage to provide basic A/E services for these post-design activities.

Item c. **Total Fee Percent for Basic Services.** Formula-driven. Item a plus Item b.

Item d. **Rationale for Difference from Guidelines.** If the agency-proposed fee percentage for either Item a or Item b above differs from the CPSM guideline fee percentage, provide an explanation.

Item 4. **Description of Other Method.** If the budget was developed using a method other than negotiated price, percent of construction cost, or a detailed estimate, describe the method used and attach supporting details.

Item 5. **A/E Fee Summary.** Complete this summary table regardless of the manner used to develop the proposed A/E fee budget:

Item a. **Fee Amount for Design Phase Services.** List the fee amount to provide basic A/E services for the schematic, preliminary, and working drawing design phases. If special consultants have been included in the Other Cost budget, do not include them here.

Item b. **Fee Amount for Bidding, Construction, and Closeout Services.** List the fee amount to provide basic A/E services for these post-design activities.

Item c. **Fee Amount for Additional Services.** List the fee amount to provide any additional services not included in basic services. Provide a listing of specific additional services items included in this figure.

Item d. **A/E Reimbursable Expenses.** List the amount included for reimbursable expenses (other than site visits). Provide a listing of specific reimbursable items included in this figure. If reproduction, shipping, and other such expenses have been included in the Other Cost budget, do not include them here.

Item e. **A/E Site Visits.** List the amount included for reimbursable expenses for site visits. Include only reimbursable expenses; the wages paid for site visits should be included in Item b.

Item f. **Total Proposed A/E Fee Budget.** Formula-driven. The sum of Items a, b, c, d, and e. This figure is carried forward to Item 1 above.

Section F. Loose Furnishings and Equipment

Item 1. **Proposed Budget.** Enter the total proposed loose furnishings and equipment budget supported by the details in this section.

Item 2. **Method Used to Develop Budget.** Identify the method used to develop the proposed loose furnishings and equipment budget. Identify if the proposed budget was based on an itemized and priced list of furnishing and equipment requirements, a percent of the building and built-in equipment cost, dollars per square foot, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

Item 3. **Percent of Building & Built-in Equipment Cost.** If the budget was developed using a percentage of the building & built-in equipment cost, complete this table. Identify the data source (i.e., list the project name or other reference source that was used). Also list the data source's loose furnishings and equipment cost as a percent of building and built-in equipment cost. List any significant differences in scope between the data source and the proposed project that could account for any differences in the rates. Also complete the following:

Item a. **Percentage Rate Proposed.** List the proposed percentage based on the data sources cited.

Item b. **Proposed Building & Built-in Equipment Budget.** Formula-driven. The amount from Section C, Item 1.

Item c. **Proposed Loose Furnishings and Equipment Budget.** Formula-driven. Item a multiplied by Item b.

Item 4. **Dollars per Square Foot.** If the budget was developed using dollars per square foot of gross building area, complete this table. Identify the data source (i.e., list the project name or other reference source that was used). Also list the data source's loose furnishings and equipment cost per gross square foot. List any significant differences in scope between the data source and the proposed project that could account for any differences in the rates. Also complete the following:

Item a. **Proposed Dollars per Square Foot.** List the proposed rate based on the data sources cited.

Item b. **Proposed Building Gross Area.** Enter the affected gross area for the proposed project.

Item c. **Proposed Loose Furnishings and Equipment Budget.** Formula-driven. Item a multiplied by Item b.

Item 5. **Description of Other Method.** If the budget was developed using a method other than an itemized and priced list of furnishing and equipment requirements, a percent of the building and built-in equipment cost, or dollars per square foot, describe the method used and attach supporting details.

Section G. Construction Contingency

Item 1. **Proposed Budget. Formula-driven.** The amount from Item 2d below.

Item 2. **Construction Contingency.** Complete the following:

Item a. **Proposed Building & Built-in Equipment Budget.** Formula-driven. The amount from Section C, Item 1.

Item b. **Proposed Sitework & Utilities Budget.** Formula-driven. The amount from Section D, Item 1.

Item c. **Proposed Construction Budget.** Formula-driven. Item a plus Item b.

Item d. **Proposed Construction Contingency.** Formula-driven. Item c multiplied by 0.02

Item 3. **Additional Contingency.** Describe any unusual or unique conditions that might support additional contingency in excess of the standard 2 percent allowance. Show how the additional contingency amount was calculated. Include this allowance as a line item in the Other Cost section, Section I.

Section H. Project Inspection

NOTE: <u>If project inspection will be performed by personnel who are funded within the agency's operating budget, do not include these expenses in the proposed capital budget.</u>

Item 1. **Proposed Budget.** Enter the proposed project inspection budget supported by the details in this section.

Item 2. **Method Used to Develop Budget.** Identify the method used to develop the proposed project inspection budget. Identify if the proposed budget was based on an estimate, a percent of the construction cost, or some other method. **Send copies of the appropriate backup materials listed on the form to DPB.**

Item 3. **Estimate.** If the budget was estimated, complete this table:

Item a. **Number of Months.** Enter the number of months inspection services will be required.

Item b. **Number of Inspectors.** Enter the number of inspectors required for this project.

Item c. **Percent of Time.** Enter the percent of the inspector(s) time that will be allocated to this project (e.g., if an inspector will split time between two projects, enter 50 percent).

Item d. **Equivalent Man-Months.** Formula-driven. Multiply Items a, b, and c.

Item e. **Rate per Man-Month.** Enter the estimated monthly rate. Do not include any item in the rate that is paid out of the operating budget.

Item f. **Proposed Project Inspection Budget.** Formula-driven. Item d multiplied by Item e.

Item 4. **Percent of Construction Cost.** If the budget was developed using a percentage of the construction cost, complete this table. Identify the data source (i.e., list the project name or other reference source that was used). Also list the data source's project inspection cost as a percent of construction cost. List any significant differences in scope between the data source and the proposed project that could account for any differences in the rates. Also complete the following:

Item a. **Percentage Rate Proposed.** List the proposed percentage based on the data sources cited.

Item b. **Proposed Construction Budget.** Formula-driven. The amount from Section G, Item 2c.

Item c. **Proposed Project Inspection Budget.** Formula-driven. Item a multiplied by Item b.

Item 5. **Description of Other Method.** If the budget was developed using a method other than an estimate or a percent of construction cost, describe the method used and send the supporting details to DPB.

Section I. Other Costs

"Other Costs" include agency administrative expenses, special consultants, testing services, estimates, value engineering studies, printing, advertising, and moving expenses. Obviously not every "Other Cost" item listed on this form applies to every project, nor is every conceivable "Other Cost" item listed on the form. As appropriate, include additional items, such as carpet purchased via state contract.

Often agencies cover some of the listed "Other Cost" categories from their operating funds. Do not show a cost figure for "Other Costs" items that will be funded in this manner. Only those costs that will be funded from capital appropriations should be itemized. **It will be assumed that all "Other Costs" not itemized either do not apply to this project or will be funded from the agency's operating funds.**

Item 1. **Proposed Budget. Formula-driven.** The proposed other cost budget from the total in Item 2p, Column 1.

Item 2. **Itemization of Other Costs.** For each item listed below, include the total amount requested in Column 1. For each applicable item, identify in Column 2 the portion of other costs anticipated to be expended during the design phase, should "planning only" funds be provided.

Item a. **Agency Project Management.** Agency staff or consultants hired to assist the agency in administering the project. Do not include staff already funded within the operating budget.

Item b. **Special Consultants.** List any special consultants not already included within A/E fees. List each consultant separately.

Item c. **Asbestos & Lead Base Paint Survey & Design.** Include costs to survey the project for these materials and to design abatement methods and procedures.

Item d. **Asbestos Abatement.** Include abatement costs here only if the owner plans to contract independently for this work. If abatement activities will be included within the general contractor's scope of work, include abatement costs in Section C, Building & Built-in Equipment, or Section D, Sitework & Utilities, as appropriate.

Item e. **Independent Cost Estimates.** An owner's independent estimate is required with the preliminary submittal, and is optional at the working drawing stage (at the owner's discretion). Include costs here for independent estimates. A/E estimates, required at each design stage, are included in A/E basic services and these costs should not be included here, but within A/E Fees (Section E).

Item f. **Value Engineering.** A "40 hour" VE Study is required for each project with a construction value exceeding $5,000,000.

Item g. **Subsoil Investigations.** Examples of subsoil investigations include borings and geo-technical reports.

Item h. **Construction Testing Services.** Include only special inspections and tests (e.g., concrete, welds, fireproofing, etc.) that are paid by the owner. Costs for tests and special inspections paid by the contractor should be included within the construction contract cost (Section C or Section D, as appropriate).

Item i. **Printing.** Include cost for reproduction of drawings and specifications and other miscellaneous printing. Do not include reproduction costs here if they have been included as a reimbursable expense in the A/E Fee Section (Section E, Item 5d).

Item j. **Advertisements.** Costs for advertising for A/E services, special consultants, and construction.

Item k. **Work by Owner.** Itemize any work that will be completed using agency forces. Do not include items already funded from the operating budget.

Item l. **Signage.** Costs for signage design, production, and/or installation procured separately by the owner. Do not include costs here if work is already included in the A/E or construction contracts.

Item m. **Miscellaneous Utility charges.** Examples of miscellaneous utility charges include relocations, connection fees, or data and audiovisual wiring. Do not include costs for items included within the construction contact or work funded by operating funds.

Item n. **Moving Expenses.** Include project-related moving expenses.

Item o. **Miscellaneous Other Costs.** Itemize all miscellaneous other costs.

Item p. **Total Other Costs.** Formula-driven. The sum of Items a through o.

Item 3. **Tasks Exceeding $50,000.** Provide supporting cost backup for any task listed in Item 2 with a value in excess of $50,000. See Section IV for submission instructions and number of copies.

Section J. Planning Costs

Item 1. **Proposed Budget. Formula-driven.** The proposed budget for "planning only" costs from Item 2c below.

Item 2. **Planning Cost Summary. Embedded worksheet.** Complete the following:

Item a. **A/E Fee Expended During the Design Phase.** Enter the appropriate amount from Section E, Item 5. Do not include A/E fees for construction and closeout services and site visits.

Item b. **Other Costs Expended During the Design Phase.** Formula-driven. The amount from Section I, Item p (Column 2).

Item c. **Proposed "Planning Only" Budget.** Formula-driven. Item a plus Item b.

Section K. Net Funding Requested

Item 1 **Total Proposed Project Budget.** Formula-driven. The summary of costs from Sections A through I.

Item 2. **Prior Funds Included in Project Budget.** Enter the amount of any prior funding which should be deleted from Item 1. For example, if A/E fees or Other Costs included in Item 1 above were funded by a prior planning appropriation, enter the prior funding amount.

Item 3. **Net Funding Requested.** Formula-driven. Item 1 less Item 2.

Instructions for DPB Form S-1
Project Scope Profile

This form is to be prepared only for projects authorized for detailed budget development during the 2004-2006 biennium. The C-1 and S-1 forms are combined in a single Excel spreadsheet format to facilitate completion by the requesting agency and to facilitate review by the central agencies. A number of embedded calculations and hyperlinks have been incorporated into this new format to simplify the completion and review of these documents. Several macros are also contained within the file to facilitate printing. To take advantage of these macros, you must select "enable macros" when opening the file.

The DPB Form S-1 has two functions. For the requesting agency, the form serves as a checklist to ensure that major items defining the project scope have been considered by the agency. For the central agencies, the detail provides a more in-depth understanding of overall project scope in a format that is uniform and consistent across all agencies.

This form, along with the H-1 and C-1 forms, will be used to determine the project's budget and its size and scope. Be certain to identify all unique aspects of the project scope that affect project cost. Failure to do so may result in understating the amount of funds needed to complete the project. Complete only those sections that are applicable to your project. Use this form to identify any specific requirements for materials, systems, or special features of the building. If an item is unknown or cannot be determined, indicate that it will be determined by the architectural and engineering firm during the design phase of the project by using the notation "A/E" in that space on the form. **Liberal use of this notation, however, may suggest poor definition of project scope such that full or partial funding cannot be recommended by the central agencies.**

Supporting documentation that cannot be sent electronically should be sent to the Capital Submission Clerk at the Department of Planning and Budget (See Section IV of the basic instructions for addresses and required number of copies).

INSTRUCTIONS:

- ✓ **Identify the biennium - - 2004-2006 - - and date the form**
- ✓ **Save each proposal as a separate Excel file. Use the following file naming convention:**
  agency code – priority – biennium - C1S1 – brief description.xls
  (e.g., "207 – 12 - 2004-2006 - C1S1 – Renovate Miller Center.xls")
- ✓ **This form must be sent electronically. Supporting documents may be sent electronically or in hard copy. See Section IV of the basic capital outlay instructions for number of copies and addresses.**
- ✓ **The instructions contained in this document address content. Additional instructions for working within the spreadsheet file are accessible from the Main Menu page of the spreadsheet proper.**

Section A. General Information

Item 1. **Agency Name.** Enter your agency's name.

Item 2. **Agency Code.** Enter the three-digit agency code for your agency.

Item 3. **Project Title.** Give the new project a clear descriptive title.

Item 4. **Agency Priority.** Number from the DPB Form H-1 (Tab A, Item 4).

Item 5. **Name of Person to Contact about this Form.** Enter the name of the person to contact who can answer specific questions concerning the information provided on this form.

Item 6. **Contact Person's Telephone Number.** Enter the telephone number of the contact person.

Item 7. **Contact Person's E-mail Address.** Enter the e-mail address of the contact person.

Section B. New Construction Information

Complete this section for new buildings and building additions.

Item 1. **Proposed Use.** Describe the general functions and activities that will be accommodated by the new building or addition.

Item 2. **Basic shape.** Describe the basic shape (e.g., rectangular, "L" shaped, irregular, etc.) required for the building.

Item 3. **Number of stories.** Identity the number of stories above grade. In addition, indicate any basement levels.

Item 4. **Height.** Identify the height of the building.

Item 5. **Exterior walls.** Identify the visible exterior wall materials required (e.g., brick, stone, horizontal wood siding, concrete, etc.).

Item 6. **Interior walls.** Identify the visible interior wall materials required (e.g., painted gypsum wallboard, vinyl wall covered gypsum wallboard, brick, etc.).

Item 7. **Floor finishes.** Identify the finished interior floor materials required (e.g., sealed concrete, terrazzo, carpet, vinyl composition tile, etc.).

Item 8. **Ceilings.** Identify the finished ceiling materials required (e.g., painted gypsum ceiling board, suspended acoustical tile, suspended linear metal panels, exposed to structure above, wood plank, etc.).

Item 9. **Special building features and rationale for each.** Identify any required special building features and the rationale for each (e.g., atrium, clerestory windows, skylights, sun-shading devices, monumental stairs, laboratory equipment, etc.).

Item 10. **Special building mechanical systems or features.** Identify any special building mechanical systems or features (e.g., humidity control, laboratory gases, fire extinguishing systems, smoke exhaust, etc.).

Item 11. **Special building electrical systems or features.** Identify any special building electrical systems or features (e.g., fire alarm systems, fiber optics, paging and clock systems, intercom systems, television cable, television satellite dish, etc.).

Section C. Renovation Information

Complete this section for renovation of existing buildings.

Item 1. **Description of present use.** Describe the general functions and activities that are currently accommodated in the areas to be renovated.

Item 2. **Description of proposed use.** Describe the general functions and activities that will be accommodated by these areas after renovation.

Item 3. **Basic shape.** Describe the basic shape (e.g., rectangular, "L" shaped, irregular, etc.) required for the building.

Item 4. **Number of stories.** Identity the number of stories above grade. In addition, indicate any basement levels.

Item 5. **Height.** Identify the height of the building.

Item 6. **Year building was constructed.** Enter the year the building was originally constructed. If the building subsequently underwent a major improvement project, identify that year as well.

Item 7. **Summary of existing conditions.** Describe the overall condition of existing building. Provide details for each building system in Item 10.

Item 8. **Summary of proposed improvements.** Describe the overall scope of the proposed renovations/alterations. Provide details for each building system in Item 10.

Item 9. **Date of building condition survey.** Enter the date that the building survey was conducted (for example, June 15, 2002). Information provided on this form may come from a previous survey.

Table C-1 **Existing conditions/proposed improvements.** For each building system listed in this table:

1) Identify the existing conditions (i.e., check the appropriate box: needs no work, needs minor repair, needs major repair, needs replacement). If more than one condition applies to a system, use percentages rounded to the nearest 10 percent (e.g., 50% needs minor repair; 50% needs replacement).

2) Describe the improvements to be completed under the proposed project.

3) Identify the affected gross floor area (or roof area, if appropriate).

Section D. Space Requirements Information (Embedded Excel worksheet)

This table must be completed for new buildings, building additions, and Type "A" renovations as defined below. Do not include Type "B" renovations in this table.

RENOVATION TYPE DEFINITIONS

Type "A" Renovation:

Renovation of a space which involves:
- a change in Use or Occupancy as defined by the building code.
- removal, relocation, or addition of any wall or fixed partition.

Type "B" Renovation:

Any other renovation scope not already accounted for by a Type "A" renovation. Examples include:
- replacement in kind
- ordinary repairs
- cosmetic improvements
- removal, addition, or alteration of mechanical, electrical, and plumbing systems

When completing this table, use one row for each "type of space" comprising the new construction or Type A renovated spaces. Do not list "non-assignable" spaces in this table. Non-assignable spaces are spaces that are not directly related to the program and include spaces such as corridors, stairs, elevators, vestibules, columns, shafts, lobbies, toilets, mechanical rooms, etc. See Chapter 7 of the Construction and Professional Services Manual for more detailed information on assignable versus non-assignable space. Non-assignable spaces are included in the gross area by application of the building efficiency factors. See the calculation for Item 4.

Column a. **Space Type.** Enter a **descriptive** name for each of the assignable spaces in the new construction project or affected by the improvement to an existing building (such as dean's office, faculty office, general classroom, computer classroom, physics laboratory, engineering laboratory, patient wards, semi-private patient room, inmate dormitory, inmate cells, book storage, or hazardous waste storage).

For institutions of higher education only, preface the space type name with the appropriate "Room Use Code," which is provided in **Appendix D**. Do not use the "Room Use" names provided in Appendix D for this item as these names are not sufficiently descriptive for cost estimating purposes. An example of a good descriptive name would be (220) CADD Laboratory *(220 is the code for an Open Laboratory, which is the room use code that applies to this example.)*

Column b. **Function / User.** Enter the planned function, use, or activity that will take place in the space (such as administration, biology instruction, physics research, book storage, physical therapy, dental hygiene, or auto maintenance). Also describe the type of occupant who will use the space (such as the general public, employees, students, prisoners, or mentally ill patients).

For institutions of higher education only, preface the function description with the appropriate "Taxonomy of Functions Code," which is provided in **Appendix E**. Do not use the "Taxonomy of Functions" names provided in Appendix E for this item. They are not sufficiently descriptive for cost estimating purposes. An example of a good activity use or function would be (1.1) CADD Instruction *(1.1 is the code for General Academic Instruction, which is the functional category that applies to this example.)*

Column c. **Special Requirements / Basis for Area Requirements.** Describe any unusual features that must be accounted for in the design (such as ceiling height, finishes, built-in equipment, hazardous materials, heavy live load, acoustics, shielding, humidity control, special temperature control, utilities, communication, or lighting).

Also identify the basis for the square foot requirement (such as the statewide building code, agency policy, the Construction and Professional Services Manual (CPSM) standard, SCHEV guidelines, or other rationale by which the area was determined). Examples include: The Virginia Uniform Statewide Building Code (VUSBC) requires 15 net square feet per person in an assembly area with tables and chairs, agency policy requires 35 net square feet clear area in a prison cell, CPSM standards limit the office size of a department or agency head to 256 square feet, SCHEV guidelines designate square feet per student. Other rationale could include special activity or industry area requirements.

Column d. **Number of Stations or Users.** Enter the maximum number of occupants or units of occupancy planned for the space (such as employees, students, prisoners, beds, seats, tables, computer stations, or laboratory stations).

Column e. **Number of Spaces.** Enter how many of this type of space will be in the building (such as five offices, 20 classrooms, 10 teaching labs, seven research labs, two storage rooms, three counselors' offices, or 200 dormitory rooms). Enter the numerical value only.

Column f. **Required Net Square Feet per Space.** Enter the required net square feet for the space. Identify the basis for the proposed space requirement in Column c.

Column g. **Total Net Square Feet.** Formula-driven. Multiplies Item e by Item f

Column h. **Net Area apportioned to New Construction.** For each type of space (each row), identify the portion of the total net area that will be housed in the new construction.

Column i. **Area Apportioned to Type "A" Renovations.** Formula-drive. Item g – Item h. For each type of space (each row), identifies the portion of the total net area that will be housed in the renovated building**.**

(Note: Row entries in Column h and Column i must sum to the entry in Column g.)

Item 2. **Net area.** Formula-driven. Calculates the Net Area totals for Column g, Column h, and Column i.

Item 3. **Building efficiency factor.** Enter the proposed ratio of net area to gross area for the new spaces (Column h) and the renovated spaces (Column i). Guideline efficiency ratios are published in Chapter 7 of the Construction and Professional Services Manual.

Item 4. **Gross area.** Formula-driven. For Columns h and Column i, the net area (Item 2) is divided by the building efficiency factor (Item 3) to obtain the proposed gross area of new construction and Type "A" renovation.

Section E. Gross Area Summary

Complete this section for all building projects, both new and/or renovated.

Item 1. **Tabulation of Total Project Area.** Complete the tabulation of gross areas in this table as follows:

Item 1a. **Type "A" Renovation.** Formula-driven. The gross area from Section D, Item 4, Column i.

Item 1b. **Type "B" Renovation.** Formula-driven. The total gross area being renovated (Item 1c), less the Type A renovation gross area (Item 1a).

Item 1c. **Total Renovated Area.** Enter the total project gross area being renovated. Include the gross area attributed to both Type "A" and Type "B" renovations.

Item 1d. **Total New Construction.** Formula-driven. The gross area from Section D, Item 4, Column h.

Item 1e. **Total Project Gross Area.** Formula-driven. Item 1c plus Item 1d.

If the Total renovated Area and the Total New Construction Area amounts do not match those listed on the DPB Form H-1, an explanation should be included on DPB Form CNJ.

Item 2. **Tabulation of Total building area.** Complete the tabulation of building areas in this table as follows:

Item 2a. **Total Renovated Area.** Formula-driven. The renovation area from Item 1c above.

Item 2b. **Existing Building Area Not Renovated.** Formula-driven. Item 2c less Item 2a.

Item 2c. **Total Original Building Area**. Enter the total existing gross area as calculated from existing floor plans.

Item 2d. **Total New Construction Gross Area**. Formula-driven. The new construction area from Item 1d above.

Item 2e. **Total Revised Building Area**. Formula-driven. Item 2c plus Item 2d.

Section F. Site Information

Complete this section for all projects.

Describe all features and requirements that may affect project cost. When possible, send small scale-site plans and photos of the existing site and surrounding environment to the Capital Submission Clerk at DPB.

Item 1. **Location.** Identify the location of the project site.

Item 2. **Special site conditions.** Describe special site conditions (such as site area and shape; adjacent buildings and structures; existing foundations, walls and fences; historic and archaeological issues; accessibility issues; security items; easements and environmental concerns; year flood plains and water table; views; prevailing wind direction; or solar and shading orientation).

Item 3. **Soil conditions/Special foundation requirements.** Describe soil and subterranean conditions (such as rock, uncontrolled fill, marshes, natural springs, clay, or sand).

Item 4. **Topography.** Describe the general site topographical conditions (such as the degree of sloping terrain, types of vegetation, land surface materials, bodies of water, or wetlands).

Item 5. **Roads and parking.** Describe on-site roads and parking in terms of general location, size, and capacity, and their connection to roads accessing the site. Describe any mass transit stops to access the site.

Item 6. **Landscaping.** Describe landscaping features such as pedestrian spines, sidewalks, nature and bicycle trails, or large open spaces. Include the relationship of any planting, water, and site structures with these features.

Item 7. **Existing buildings or structures.** Describe the condition of existing buildings or structures to remain as is, those to be renovated or restored, and those proposed for demolition.

Item 8. **Other.** Describe any other site characteristics not listed above that may affect this project.

G. Utilities Information

Complete this section for all projects.

Describe all features and requirements that may affect project cost. Send small-scale site plans and photos of the existing site and surrounding environment, when possible, to the Capital Submission Clerk at DPB. See Section IV for number of copies to submit.

Item 1. **Electrical distribution.** Describe existing and proposed electrical power distribution.

Item 2. **Area lighting.** Describe existing and proposed area lighting.

Item 3. **Mechanical distribution.** Describe existing and proposed mechanical distribution (such as steam, hot water, chilled water, or gas).

Item 4. **Water lines.** Describe existing and proposed water distribution for domestic use, fire, and irrigation. Include any water towers, water tanks, or wells.

Item 5. **Sanitary lines.** Describe existing and proposed sanitary sewer systems, including gravity systems, forced main extensions, or pump stations.

Item 6. **Storm water management.** Describe existing and proposed storm water management systems (such as storm sewers, retention basins, underground storage, or district plan).

Item 7. **Other.** Describe existing and proposed other utility systems (such as telephone, telegraph, television cable, data lines, loudspeakers, or security systems).

H. Non-Building Project Information

Complete this section for all "non-building" projects, such as water treatment plants, boiler plants, steam tunnels, surface parking lots, etc.

Describe all features and requirements that may affect project cost. Send small-scale site plans and photos of the existing site and surrounding environment, when possible, to Capital Submission Clerk at DPB.

Item 1. **Type of project.** Describe the type of project (e.g., boiler plant, wastewater treatment, etc.)

Item 2. **System size or other significant quantities.** Enter the key quantity parameter measurement for the project. To illustrate, for a wastewater project, enter the gallons per day; for a sewer line or steam tunnel replacement, enter the linear footage; and for a central cooling plant, enter the total tons of cooling.

Item 3. **Description of purpose.** Enter a description of the purpose, or primary function, provided by the proposed project.

Item 4. **Description of work**. Enter a description of the proposed scope of work. As this section is less structured than the earlier sections for building projects (due to the wide variety of "non-building" projects), it is important to provide sufficient detail to assist the central agencies and budget committees in understanding the scope of work. To the extent that quantities, capacities, and/or sizes are known for project components, please provide this information.

Item 5. **Description of any special existing conditions.** If not already described in Item 4 above, provide a description of any special existing conditions, special features, hazardous wastes, existing or new incidental structures, and other items that may have an impact on the project budget.

Item 6. **Relationship to other projects.** Enter a description of the relationship of this project to any other existing, concurrently constructed, or future project. For example, if a new central chiller plant must be operational to serve a new academic building to be built concurrently, describe this relationship.